

## INTRODUCTION TO BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for FBLA members who are working toward improving their business communication skills of writing, speaking, and listening.

### ELIGIBILITY

Each district is represented by two participants. **Only members enrolled in grades 9 through 10 as of May 20 of the current school year are eligible.**

### REGULATIONS

1. An entry form must be postmarked no later than March 17.
2. Participants may not have entered this event at a previous leadership conference.
3. A participant who fails to report on time for the event may be DISQUALIFIED.
4. Participants must adhere to the dress code approved by the executive council.

### PROCEDURES

1. Participants report to the supervisor of the event at the location designated in the program five minutes prior to starting time.
2. One hour is allowed for the event including the instructions and paper collection.
3. The written objective test may include grammar, word definition and usage, proofreading, spelling, punctuation, numbers, capitalization, and oral communication concepts.
4. Scratch paper is furnished.
5. Participants are responsible for furnishing their own #2 pencils and erasers for this event.
6. Participants are identified by the districts they represent.
7. One or more local chapter advisers serve as supervisors to ensure that the above procedures are followed and completed.

## Introduction to Business Communication Continued

### JUDGING

Results are based on the number of correct items.

The participants with the greatest number of correct answers is the winner.

Ties will be broken based on the order in which the tests were turned in. The test turned in the earliest will be the winner.

Judges identify the ranks of the participants on a winners' report sheet.

Graded papers are NOT returned to participants or advisers.

### AWARDS

Plaques are presented to the winners of first through fifth places as long as finances are available. Certificates are given to individuals winning sixth through tenth places.

### REPRESENTATION AT NATIONAL

The first and second place winners in this event are entitled to represent the state chapter at the national leadership conference.